



**TENNESSEE DEPARTMENT OF
LABOR & WORKFORCE DEVELOPMENT**

Career Specialist (Part-Time)

Tennessee Department of Labor & Workforce Development, Workforce Services Division

Post Length: **One Week**

To apply, submit your resume to: Mary.Ledbetter@tn.gov

The Tennessee Department of Labor & Workforce Development impacts the lives of Tennesseans every day. Workforce Services Division is responsible for delivering the department's employment and educational services to employers and job seekers in local American Job Centers, partner agencies, and online at Jobs4TN.gov.

Job Overview:

Person in this position will be responsible for Performing administrative activities, processing information, documenting/recording information, interacting with computers, communicating with supervisors and peers, and receiving information.

Key Responsibilities:

- Assists in the revision of grant contracts as indicated
- Compiles information/reports on grants and grants programs for various stakeholders
- Maintains a variety of standard reports, databases etc. relative to grants development and administration
- Utilizes various software programs, such as excel, word processing, spreadsheets, and databases, etc.
- Advises management about issues of concern, as they occur
- Receives information or documentation from applicants/grantees, funding entities, and other stakeholders

Qualifications:

- Graduation from an accredited two-year college or technical school with an associate's degree in a related field or,
- Experience equivalent to one year of full-time administrative type duties.
- Technical proficiency in Microsoft Office products such as Excel and PowerPoint

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.